

13 OCT 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (6-12 October 1982)

Classification Review Division

Chief, CRD and a Records Management Division representative met with Publications Review Board (PRB) representatives to discuss the possible inclusion of CRD's manuscript information requirements in the PRB PREVIEW system. CRD personnel will be attending joint PRB and Office of Data Processing (ODP) meetings to receive PREVIEW status reports and have offered to assist in determining the feasibility of adding additional information in support of other office requirements.

The Division reviewed over 14 OSS documents (19,722 index cards), one Department of Defense document (3 pages), two manuscripts (15 pages) for PRB, and nine Foreign Relations of the United States documents (30 pages) for the Department of State.

Records Management Division

A study was made of the operation of the registries of the Offices of Communications and Logistics in September to determine if changes in their registry and records management functions were warranted. A report on the results of the study was completed and sent to the Directors of Communications and Logistics with the recommendation that the two functions be combined to improve efficiency and save both personnel and space.

Representatives of RMD and ODP discussed the progress being made on the development of TRIS (The Records Information System) and explored the possibility of choosing an outside consultant to assist in the preparation of the system requirements. No final decision was made on the role to be fulfilled.

An RMD representative attended a 3M special seminar on future file management systems. The presentation covered optical disk and microfiche-based image storage and retrieval systems, as well as a computer-driven 16mm roll film retrieval system. This was a good overview of future technology. 3M also gave a presentation on its videodisk production facility where original and duplicate videodisks are produced from customer-provided masters.

Regulations Control Division

The Division's workload was increased from 119 to 121 active jobs reflecting the number of newly initiated jobs compared to those published or canceled with 54 major actions taken on issuances.

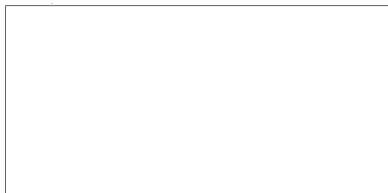
Chief, RCD visited Headquarters to discuss with [redacted] Executive Assistant to the Executive Director, the status of [redacted] appearances of Agency Personnel Before Non-Government Groups. At issue is the section dealing with compensation for speakers. The Office of General Counsel wished to be more specific and add to the wording of the current regulation; the Executive Director believes the policy is clear and satisfactory as written. Chief, RCD is in process of resolving this impasse.

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At the request of ODP, RCD reviewed a 13-page draft of a proposed headquarters notice announcing the establishment of a new Word Processing Branch in ODP. RCD extracted the essence of the information suitable for a concise notice, prepared a one and one-half page draft, and made further recommendations for ODP to incorporate the other information into a follow-on headquarters regulation.

Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS: [redacted] (13 Oct 1982)

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